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FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 31 DECEMBER 1986

OL reports that * 1. Status of Tasks Assigned by Senior Management:

a. ~~Design~~ ^{by Agency employees,} Contest Entries for decorating the fitness jogging tunnel in Headquarters are on display in the ~~PAC~~ ^{Fine Arts Commission} Exhibit Hall, 1D corridor from 29 December to at least 25 January. The Egg Decorating Traditions is also remaining on display for an extended period due to the January show cancellation by the Equal Employment Black History Coordinator.

2. Major Events That Have Occurred During the Preceding Week:

a. Alban Engine Power, Inc., completed maintenance on all emergency generators in [redacted] [redacted] The faulty fuel float control switch on the day tank of the generator at [redacted] will be replaced by the contractor upon receipt of a new switch within the next two weeks.

b. The transfer of major powerhouse feeders from the existing 13 KV switchgear to the new switchgear has been completed. This has reduced the number of actions that Allied must perform to manually start the standby generators. The starting procedures have been revised using color coded tags to assist the operators in manually starting the generator system. With the latest procedures and all major feeders transferred to the new switchgear, Allied has reverted to the normal staffing and shifts. [redacted]

c. During mid-1986, a large number of zones and detectors in the fire alarm system were found inoperative due to many renovations over the years and limited GSA documentation. In response ~~to this situation~~, Engineering ^{OL} Branch/Operations/FMD, initiated the repair and documentation of the fire alarm zones and ~~this effort is now approximately 90% complete. Upon completion of the final documentation, the zoning philosophy will be reviewed with Safety Division to determine if a more appropriate zoning can be achieved.~~ This is an interim measure in anticipation of a total fire alarm system upgrade as part of the ~~Old~~ Headquarters Building renovation project. [redacted]

Existing

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e. During the past week, The Passenger Vehicle Section of the Motor Pool transported 181 passengers.

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f. On 23 December 1986, special courier support was provided to the Office of Congressional Affairs (OCA). One piece of material was delivered for OCA to the House Permanent Select Committee on Intelligence located on Capitol Hill. A total of four manhours were expended to provide this special support to the Congressional Affairs Office.

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g. On 27 December 1986, a cleaning crew from Allied Ogden spent the day cleaning specific areas in the Executive Dining Room kitchen that have not been getting a daily routine cleaning. This is because of an anticipated USDA Health Inspection in February, 1987. Most of the designated areas were cleaned and any remaining will be taken care of before the inspection.

3. Upcoming Week:

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a. A quick start was sent to Allied on 18 December to renovate 617 square feet of space in Room GA06 for the Career Management Staff/DDO. The renovation involves constructing individual conference rooms to support personnel panel meetings for DDO/CMS. A completion date of 5 January 1987 is expected.

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4. Management Activities and Concerns:

no a. Motor Pool management met with the Deputy for Services, FMD, and Office of Security management to discuss transportation plans and arrangements for the opening of the new Visitors Access Center at Route 123 entrance.

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 Chief
Facilities Management Division